

## **Masterstaff Limited**

### ***Privacy Statement for all Staff***

#### **Introduction**

Masterstaff Limited is a well established employment agency and business which is based in the North West of England. We have been in business for over 30 years, and operate in a number of sectors including Engineering and Construction, Driving and HGV, Industrial Warehouse and Food Production, Hospitality and Catering and Healthcare, which we carry out under the Masterstaff Healthcare division of the business.

We work with local authorities, businesses of all sizes, NHS trusts and other third parties to supply high quality individuals to carry out the best standard of work possible for them. As a forward thinking company, MasterStaff has invested in state of the art IT systems, payroll systems and a continuous programme of training and education in employment and recruitment practices for our staff.

We are pleased that you have decided to further your career with us and we are sure that you will find your work with us to be satisfying and rewarding. This Privacy Statement sets out how we will store and manage the information we hold about you. This Privacy Statement will apply to all those individuals who work for Masterstaff whether as employees working in our offices, or as temporary workers carrying out duties on behalf of our clients, or those whom we place in permanent roles.

Masterstaff needs to keep and process information about you for several different purposes, which we will summarise below. The information we hold and process about you will be used for our management and administrative use only.

#### **What will we do with your personal information**

We will keep and use this information to enable us to run our business and manage our relationship with you effectively throughout your time with us, from your recruitment and registration, to the work you will carry out for us and our clients, and for a specific period of time after you have left us.

We will try our best to ensure that we always deal with your data lawfully and appropriately throughout this time in accordance with the General Data Protection Regulation (the GDPR) and best practice.

We will use this information to;

- Enable us to comply with the contract you will enter into with us to allow you to start work;
- Allow us to ensure that we comply with the requirements of the third parties that we carry out business with;
- To comply with any legal requirements;
- To pursue our legitimate interests; and
- To protect our legal position.

We cannot force you to give us this information. However, if you fail to do so then we may be unable to comply with our obligations. If you have any concerns about how we will deal with your information then please let us know and we will explain the legal basis of our actions.

As a company we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes, ensuring that we comply with our legal and other obligations in respect of the various regulators that oversee our work (such as the Care Quality Commission and the Gangmasters Labour and Abuse Authority) or reporting potential crimes. The nature of our legitimate interests includes ensuring that we only offer you work which is suitable for you, ensuring that you are appropriately trained, experienced and qualified to carry out the work you have been offered, and that your interests are properly protected when you carry out work for, or are permanently placed with, a client of Masterstaff. Importantly, we will never process your data where our legitimate business interests are overridden by your own interests.

You personally would have supplied the majority of the information that we hold about you. However some information may have come from within Masterstaff, such as your manager, and some information may have come from third parties, for example from the clients or organisations that you carry out work with or references from your previous employer.

### **What sort of personal information will we hold about you and why do we retain it?**

Masterstaff will hold and manage various types of information about you.

That will include documents about your relationship with Masterstaff, such as your application and registration forms and any contracts, with their amendments, you enter into with us. We will also hold information such as any correspondence and other communications that we have with you regarding your relationship with Masterstaff and its clients and the individuals that you provide care for, and other correspondence that you may request us to enter into, for example a letter confirming your income and/ or benefits to your mortgage company.

Masterstaff will hold and manage your information for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and disciplinary and grievance records.

Masterstaff routinely uses email and other electronic forms of communication, such as company newsletters. You will inevitably be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the company. Masterstaff will hold and manage that data to fulfil its own legitimate business interests, including ensuring its own smooth and efficient operations.

Where necessary, we may keep information relating to your health, which could include reasons for your absence from work and GP reports and notes. Next of kin details are required should you have an accident or be unwell whilst on shift, or if you fail to respond to us over a sustained period of time. This information will be used in order to comply with our health and safety, occupational health and other legal obligations. We would only want you to carry out work that you were medically safe and able to do. In appropriate circumstances we would specifically consider how your health affects your ability to carry out your job and whether we would need to make any adjustments to ensure that you could carry out your work safely both from your perspective and that of the colleagues you are working with. We would also need this data to administer and manage statutory and company sick pay and any other benefits that you may be entitled to dependent upon your health. We may also use your details when

updating or checking registration with professional bodies such as the NMC. In certain circumstances it may be that we would need to supply our details to a regulatory body such as the Care Quality Commission following a complaint or safeguarding concern.

Where we process special categories of information, for example in the Equal Opportunities form, we will always obtain your explicit consent to hold and manage that personal information, unless this is not required by law or the information is required to protect your health in an emergency. These special categories of information include those that relate to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation. You are able to withdraw your consent at any time and if you do we will ensure that the data is permanently anonymised so that it will no longer be personal data.

Masterstaff monitors all computer, telephone/company mobile use, as detailed in our handbook which is available on the company intranet.

We may transfer information about you to other group companies for purposes connected with your employment or the management of the company's business.

Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so (for example to check criminal records) or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to pension or health insurance schemes.

We will generally store your information for a period of 7 years after you last worked for us to allow us to deal with any legal, regulatory or similar issue that comes about after your time with us has ended. However, due to the nature of our business you may be asked to give consent for us to contact you during this 7 year period to let you know if we have any suitable offers of work for you.

If it is possible that you have suffered a latent injury which may take many months or years to exhibit, we will keep the relevant records during your lifetime to ensure that we can respond if you decided to take any legal action about that.

If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

### **Your rights**

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. If you wish to withdraw your consent please email

[dataconsentwithdrawal@masterstaff.co.uk](mailto:dataconsentwithdrawal@masterstaff.co.uk)

setting out your name and address and the information that you no longer wish us to hold or manage. We will then ensure that any personal information is permanently deleted and will no longer be able to make any use of it.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA with regard to your personal data.

**Identity and contact details of controller**

Masterstaff Limited is the controller of data for the purposes of the DPA and GDPR.

If you have any concerns or queries about the information we hold about you please e-mail

[dataenquiries@masterstaff.co.uk](mailto:dataenquiries@masterstaff.co.uk)

or write to

***Carol Billington at***

Masterstaff

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Lancaster

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